

DDA Registry

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DDA 76-3660

22 July 1976

MEMORANDUM FOR: Director of Data Processing

FROM :
Acting Executive Officer, DDA

SUBJECT : Automated Decisionmaking Systems

REFERENCE : Memorandum from Comptroller to DDA, dated
19 July 1976, Subject: Automated Decision-
making Systems

Danny:

Please note the attached memorandum from the Comptroller and take appropriate action. I am not entirely sure that I have a fully grasp of what is desired, but it would appear that they are asking questions that you are best qualified to answer. If you have any questions or I can be of assistance, please call. My apologies for the tight deadline.

STATINTL

15/

STATINTL Attachment

A-EO/DDA lm (22 July 76)

Distribution:

- Orig - Addressee w/att
- ① - DDA Subject
- 1 - DDA Chrono
- 1 - RFZ Chrono

Attachment: Memo from Comptroller to DDA, dated 19 July 1976, Subject:
Automated Decisionmaking Systems (DDA 76-3573).

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10007-9-Registry
76-3573

10 JUL 1976

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT: Automated Decisionmaking Systems

REFERENCE: OMB Memorandum to the Heads of Executive Departments and Agencies, dtd. 29 May 76, Same Subject

1. Action on the referent memorandum was assigned to the Comptroller. I note that an information copy was also sent to the DDA by the Executive Secretariat.

2. The Agency did not initially receive a copy of the April 23, 1976 GAO Report (referred to in the first sentence of the OMB memorandum). We contacted the Office of the Comptroller General and were provided with the attached Xerox copy (we were told that the Report was "out of print"); a second Xerox copy was given to the IC Staff.

3. We have reviewed the referent memorandum and the GAO Report and believe that certain of the actions prescribed by the former seem to be more appropriate for the DDA than for this Office. Specifically, we believe that the actions called for in subparagraphs 1, 2, and 3 should be undertaken by the concerned Offices in your Directorate. The actions called for in subparagraphs 4 and 5 probably should be undertaken jointly with this Office.

4. In order to meet the schedule for preparation of our FY 1978 budget, we will need to receive by 27 August 1976 a consolidated DDA report on the actions taken by the DDA Offices concerned as required by the referent memorandum. We will incorporate your report in the narrative statement which supports the ADP Schedule in the Agency's budget. I have asked [redacted] of my Staff to prepare the ADP narrative statement for the FY 1978 OMB Submission and suggest that he be contacted (on Extension [redacted]) for any assistance we can provide in complying with the provisions of the referent memorandum.

Attachment:
As Stated

[redacted]

James H. Taylor
Comptroller

STATINTL

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DDA Registry

File

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STATINTL

Mr. [redacted]
O/Comptroller
4E20
Headquarters

Registry
(file)

Dave,

Comptroller has action on
the attached. Mr. Blake desires
that we discuss the paper with
you. Please give me a call at
your convenience.

STATINTL

[redacted]
DDA/Plans Staff

STATOTHR

[redacted] 11 Jun 76

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

Executive Registry

76-2439

DD/A Registry

76-2860

May 29, 1976

MEMORANDUM TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Automated Decisionmaking Systems

The Comptroller General has recently forwarded to you a report entitled "Improvements Needed in Managing Automated Decisionmaking by Computers Throughout the Federal Government" dated April 23, 1976. This report cites examples of unnecessary costs incurred by the government as a result of improper payments and billings, unnecessary overhauls, requisitions and shipments and similar improper actions caused by inadequate computer software and/or administrative controls. The GAO expressed concern that this problem may be more widespread than identified in their study and recommended that the Office of Management and Budget initiate action to assure that agency uses of computers for such purposes are reviewed and corrected as appropriate and that standards to guide the development and operation of such applications be established.

In order to assess the extent to which this problem may exist and so that we can better evaluate the need for further action, you are requested to review this report and take the following actions:

1. Review each of your computer operations to determine whether any of them involve automated decisionmaking applications as defined in the GAO report.

2. Review all administrative procedures, criteria, computer programs, etc. pertaining to such automated decisionmaking applications to assess the possibility and probability of improper actions, the extent to which improper actions have or may be occurring and the monetary value of those improper actions.

3. Identify and implement any improvements necessary to minimize the future occurrence of improper actions and correct improper past or pending actions where possible and appropriate.

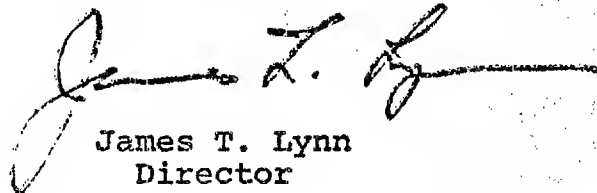
4. Review and analyze your existing policies, responsibilities, and procedures relative to the design, development, test, evaluation, and approval of automated

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processes and systems to assure maximum efficient, effective, and economical utilization of such resources and develop any new policies, procedures, guidelines, or methodologies as necessary.

5. Provide the results of your review and a description of corrective steps taken, underway or planned as part of the narrative to the FY 1978 ADP budget, to be submitted in Fall 1976.

With your assistance and continuing attention to this issue we can work toward effective use of technology to maximize efficiency and effectiveness of government operations. Questions should be addressed to the Information Systems Division, telephone number (202) 395-3785.



James T. Lynn
Director

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